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Secretariat

18 February 2016

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Imposition of fees associated with the privileges and benefits provided by the Office of Foreign Missions for non-United States citizens**

1. The purpose of the present circular is to inform staff of a diplomatic note dated 7 December 2015 from the United States Mission to the United Nations regarding the imposition of certain fees associated with the provision of privileges and benefits by the Office of Foreign Missions of the United States Department of State (see annex).

2. The Office of Foreign Missions requires non-United States citizens to strictly comply with its policies and specific requirements when requesting products and documents. Failure to do so will result in additional expenses for the Office, which must devote significant amounts of time and resources to corrective actions.

3. The note sets out the following fees for failure to comply with the Department's policies and requirements or the replacement or reissuance of products or documents that are lost, damaged or need to be corrected with a deliverable address:

(a) A service fee of $100 for failure to comply with licensing and vehicle registration requirements;

(b) A service fee of $25 for the replacement of each lost or damaged document issued by the Office. The service fee will be waived if the replacement application for a stolen document is accompanied by a copy of the related police report;

(c) A service fee of $25 for the reissuance of each document due to an incorrect address;

(d) A reprocessing fee of $25 to change or correct information listed on the title of a motor vehicle;

(e) A non-compliance fee of $100 on all applications submitted to the Office concerning the sale or transfer of a motor vehicle or the issuance of an export title received after the 30-day grace period following the date of termination of an assignment.

* The present circular will be in effect until further notice.

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Annex

Diplomatic note dated 7 December 2015 from the United States Mission to the United Nations

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and wishes to outline the Department of State policy concerning its imposition of certain fees associated with the Department's provision of privileges to eligible United Nations staff and their members in certain instances where additional demands are placed upon the Department's resources.

The majority of the members of the United Nations Secretariat abide by the Department's requirements associated with the provision of privileges and benefits by the Office of Foreign Missions, and the Office has asked the United States Mission to convey its appreciation for compliance with those requirements.

However, when such requirements are not followed, the Office must devote significant amounts of time and resources to corrective matters. Furthermore, reissuance of products and documents by the Office generates an additional expense in terms of staff resources and production costs.

Therefore, the Department has decided that the United Nations Secretariat and its members who create additional resource demands by failing to comply with the Department's policies and the relevant laws and regulations of the United States, or request the replacement or reissuance of Office-issued products or documents that are lost, damaged, or need to be corrected with a deliverable address, should bear a portion of the cost associated with resolving such matters.

Failure to comply with licensing and vehicle registration requirements

The United Nations Secretariat is reminded that the Office of Foreign Missions is the exclusive licensing and motor vehicle registration and titling authority in the United States for foreign missions, members of foreign missions and their families who enjoy immunity from legal process.

For any United Nations Secretariat staff member or dependant who, contrary to the Department's requirements obtains or maintains a driver's licence or vehicle registration from one of the 50 states, the District of Columbia, or any United States territory, the Office will issue a Department of State driver's licence or registration (including the associated licence plate, registration card, and decal) only upon payment of a service fee of $100 for each vehicle being registered and for each individual being issued a driver's licence.

Replacement of lost or damaged documents

In the event of loss or damage to the following Office-issued documents, the Office will issue a replacement document only upon payment of a service fee of $25 for each document replaced:

- Motor Vehicle Registration Card
- Registration Decal
- Licence Plate
- Driver's Licence
- Non-Driver Identification Card

- Motor Vehicle Title
- Tax Exemption Card

For any Licence Plates, Driver's Licences, Non-Driver Identification Cards or Tax Exemption Cards that were reported to law enforcement as stolen, the Office will waive the replacement service fee when a copy of the related police report accompanies the replacement application(s). The initial issuance of all the items above will continue to be issued free of charge.

Corrections to documents issued by the Office of Foreign Missions

If a United Nations Secretariat staff member provides an incorrect address which causes the Office-issued document to be undeliverable, the Office must be notified of the correct address to ensure that the documents will be successfully delivered to their intended recipient.

If a United Nations Secretariat staff member requests the replacement of the following Office-issued documents due to an incorrect address provided by the United Nations staff member, the Office will reissue the document only upon payment of a service fee of $25 for each document reissued:

- Motor Vehicle Registration Card
- Driver's Licence
- Non-Driver Identification Card
- Motor Vehicle Title
- Tax Exemption Card

Change to motor vehicle titles

Once a Department of State motor vehicle title has been issued, the Office will charge a $25 reprocessing fee to change information listed on the title, such as a new buyer or a correction to the buyer's name or address.

Failure to timely transfer or export vehicles at the end of an assignment

All United Nations Secretariat staff members who are required to register and title their motor vehicles with the Office are required to return their Department-issued licence plates to the Office within 30 days of the termination of their assignment.

A $100 non-compliance fee will be assessed on all applications submitted to the Office concerning either the sale/transfer of a motor vehicle or the issuance of an export title received more than 30 days after the termination of assignment.

The United Nations Secretariat is requested to communicate this important information to all personnel and their family members. The United Nations Secretariat may direct any questions in this regard to the Office of Foreign Missions by telephone at (646) 282-2825; by electronic mail at ofmnycustomerservice@state.gov. Information concerning the Office's Regional Office is available from www.state.gov/ofm/ro/index.htm.

The United States Mission to the United Nations avails itself of this opportunity to renew to the United Nations Secretariat the assurance of its highest consideration.